



STATE OF MARYLAND

DHMH

## Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

### New Adult Medical Day Care Required Documentation

The following are required elements for the opening of a Medical Adult Day Care Center and should be submitted to the Office of Health Care Quality (OHCQ) when applying for *initial licensure*. Documentation that should be procedural may be included within the Center's overall Policies and Procedures Manual.

1. **Zoning Approval for the Site** (must be obtained for review by the State Architect and by DHMH /Medicaid Program and DHMH/OHCQ). Zoning approval must be obtained from the local municipal government, and the process to obtain zoning approval for a new Center does vary within Maryland.
2. **Occupancy and Use Permit**. An occupancy and use must be obtained from the local municipal government, and the process to obtain one does vary within Maryland. A valid Occupancy and Use Permit must be available for review by the DHMH /OHCQ prior to the Pre-Opening of a Medical Adult Day Care Center.
3. **Food Service Permits** (may be required, requirements vary within Maryland). If required by the Local Health Department, a copy will be required by DHMH/ OHCQ.
  - a. If food obtained from outside sources, a copy of a valid food service permit (for each approved source USED) must be on file. (FOR ALL CENTERS.)
  - b. Compliance with COMAR 10.15.03 must be maintained, for all aspects of food service (FOR ALL CENTERS). Some elements for approval of the food service activity within a Medical Adult Day Care Center include the following:
    - i. training of staff;
    - ii. proper practices of staff personal hygiene;
    - iii. maintenance of sanitary food storage facilities;
    - iv. adequate type and function for refrigerated storage;
    - v. adequate serving area, equipped with cleanable surfaces, for food service and dining;
    - vi. adequate facilities for washing, rinsing and sanitizing of serving utensils, and use of proper chemical sanitizing agents with test kits to verify appropriate concentrations;
    - vii. Documentation of, and adherence to, the HACCP procedures for food service at the Center (this may be reviewed by the Local Health Department).
4. **Copy of local FIRE AUTHORITY APPROVAL** (requirements vary within Maryland) for the site by the Center. Shall include approval with reference to compliance with most recently applicable health facility standards for the Federal Life Safety Code. This approval may include review and approval of a fire suppression system with hood

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exhaust for Centers that are to prepare foods on site and/or where such a hood exhaust system was required by the Local Health Department.

5. ***Plans Review Approval.*** You must submit plans off your proposed center to be reviewed by the Maryland Department of Health and Mental Hygiene General Service Administration (GSA), 201 W. Preston Street lobby level, Baltimore, MD 21201 (410) 767-5921. A copy of the letter of approval from GSA must be submitted to the OHCQ. All centers are subject to review by GSA should there be changes to centers, relocation of centers, and construction of new centers.
6. ***Copy of written contractual arrangement for the removal of Special Medical Wastes from the Center.*** In addition, a tour of the Center will include inspection of the location(s) where Special Medical Wastes (including sharps) will be accumulated and held while awaiting pick-up and transport for proper disposal.
7. ***Copy of written contractual arrangement for the removal of trash and refuse from the Center,*** access to service via on-site dumpsters, municipal service, or by other means.
8. ***Copy of written contractual arrangement for regular service of the Center for pest control.***
9. ***Copy of written procedures for the Center, which specify the means for maintaining the staff's readiness to respond in an emergency situation,*** including but not limited to: fires, natural disasters, loss of electrical power or other utilities (water supply, air conditioning, hot water, lighting, etc.), a labor shortage, need to evacuate the Center, the methods for contacting family or residential service providers in the event that emergency closure of the Center would be necessary. Terrorist incident and/or attack, etc. This shall include a WRITTEN AGREEMENT with another group, for the temporary relocation of the Center in an emergency situation.
10. ***Medical Assistance Funding.*** To secure Medical Assistance funding for your center's participants, to learn about the waiver process and to get advice as to Medicaid's regulatory requirements for Medical Adult Day Care, please contact Ms. Evalyn Curry, Office of Health Services, (Medicaid), at (410) 767-1444.

Forward all documentation/correspondence to:

Office of Health Care Quality  
Adult Medical Day Care  
Bland Bryant Building  
55 Wade Avenue  
Catonsville, MD 21228

If you have further questions about this process, you may contact Ms. Stella Odunukwe at (410) 402-8142.